

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
2829 Watt Avenue
P.O. Box 214405
Sacramento, California 95821-0405

CAL ARNG Regulation
No. 310-6

14 January 1991

Military Publications
REQUESTS FOR INVITATIONAL TRAVEL ORDERS

1. **PURPOSE.** This regulation provides policy and procedures to be followed in requesting Invitational Travel Orders (ITO). Additional guidance is contained in DOD Directive 4515.13-R, Air Transportation Eligibility; AR 310-10, Military Orders; Joint Travel Regulations (JTR), Chapter 6-DOD Civilian personnel; and National Guard Bureau (NGB) Pam 95-5, Uses of Army National Guard Aircraft.

2. **SCOPE.** Invitational Travel is the term applied to travel which may be authorized (under 5 U.S.C. 5703 or DOD 4515.13) for individuals when they are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense (DOD). Travel allowances authorized for such persons are limited to those normally authorized for employees in connection with temporary duty. ITOs may be issued even when there will be no claim for reimbursement for per diem. i.e. orientation flights.

3. **APPLICABILITY.** Examples of cases when Invitational Travel may be authorized are shown below. A complete list is contained in Chapter 6 of the JTR.

a. An individual is requested to confer, lecture, instruct, or give a demonstration at an activity in connection with a DOD operation or program.

b. Attendance of an individual at an awards ceremony for which he/she is a recipient or presenter. If the recipient or presenter is handicapped, an attendant would also be authorized ITO.

c. Attendance at a pre-employment interview.

d. A witness that is called to testify in administrative proceeding or pre-trial investigation whether on behalf of the Government or the opposite party.

4. **RESTRICTIONS.** Invitational Travel at Government expense will not be authorized for:

a. Nonappropriated fund officials or employees.

b. Contractor employees.

c. Dependents or relatives, of individuals for whom an ITO was issued; unless the traveler is handicapped and requires an attendant. In this case a dependent or relative could be issued an ITO.

d. Federal Government employees or members of the Uniformed Services. These individuals are given regular temporary duty orders. This restriction does not apply to retired personnel, SAD employees without federal recognition, or members of the State Military Reserve.

14 January 1991

CAL ARNGR 310-6

5. **ALLOWABLE EXPENSES.** The ITO will provide for travel and transportation of an individual from his/her place of business or home of record to the place where the services are required and returned to the point of origin. Mode of transportation will be at least cost to the Government. Per diem, actual expense, and mileage allowances while traveling and at the place of the services will be IAW the current JTR.
6. **AUTHORITY.** Only the Administrative Officer at the Military Department Headquarters in Sacramento has the authority to publish ITOs. This authority may not be further delegated without the written consent of the Adjutant General.
7. **REQUESTING PROCEDURES.** Requests for approval will be submitted by the responsible fund manager to this Headquarters ATTN: CAAS at least 15 days prior to the date of execution. Upon approval, the request will be forwarded to CAOT for assignment of a control number (if necessary) and returned to CAAS for publication. Requests will be submitted in memorandum format as shown in appendix.

APPENDIX

LETTERHEAD

OFFICE SYMBOL (310-6)

DATE

MEMORANDUM FOR CAAS

SUBJECT: Request for Invitational Travel Orders

1. TRAVELER.

- a. Name: _____
- b. Title: _____
- c. Home Address: _____

2. ITINERARY.

- a. Destination: _____
- b. Purpose: _____

- c. Duration of stay: _____

3. TRAVEL.

- a. Date/place of departure (1st day): _____ / _____
- b. Date/place of departure (last day): _____ / _____

4. POINT OF CONTACT FOR PROPONENT OFFICE:

- a. Name: _____
- b. Office symbol/phone number: _____ / _____

5. FUNDING INSTRUCTIONS (IF NECESSARY).

- a. TDC: _____
- b. Fund cite: _____
- c. CAOT Control Number: _____

signature block

CAL-ARNGR 310-6

14 January 1991

(CAAS)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

ROBERT C. THRASHER
Major General
The Adjutant General

